

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
R3-29

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
Explanation (Show any positions replaced)								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Office Automation Clerk	GS	326	3	JTW	4/27/92
e. Recommended by Supervisor or Initiating Office	Office Automation Clerk	GS	326	3		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision	
b. Second Subdivision Region 3	e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature	Date	Signature	Date
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21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
STANDARD POSITION DESCRIPTION R3-29

Office Automation Grade Evaluation Guide, TS-100, 11/90

Typed Name and Title of Official Taking Action

J.T. WESTBERG  
Personnel Management Specialist

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature	Date									
	4/27/92									
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level: \_\_\_\_\_

Personnel Folder Copy \_\_\_\_\_  
Supervisor's Copy \_\_\_\_\_  
Employee's Copy \_\_\_\_\_  
Classification Copy \_\_\_\_\_

25. Description of Major Duties and Responsibilities (See Attached)

### Introduction

This position serves as a Office Automation Clerk located at a U.S. Fish and Wildlife Service office where the incumbent performs a variety of clerical and typing duties. Typical though not all inclusive duties include:

### Major Duties:

- Prepares correspondence, reports, technical papers, manuals, tabulated data, and documents in final form on word processing and related equipment or on automatic typewriters. Proof reads completed work for accuracy.
- Serves as office receptionist. Greets visitors, answers visitors' questions and telephone inquires concerning familiar topics, refers questions concerning unfamiliar topics to higher graded employees.
- Responsible for receiving, stamping in, sorting and routing incoming mail. Dispatches outgoing mail.
- Receives training in the preparation of administrative documents, office reports, general correspondence, and related office procedures.
- Performs other duties as assigned.

### Factors:

#### 1. Knowledge Required by the Position:

- Skill in operating an electronic typewriter, word processor, or microcomputer using a standard typewriter style keyboard with additional function keys, to produce work accurately and efficiently. Also, skill in operating related equipment, such as printers and modems, as required. Qualified typist required.
- Knowledge of grammar, spelling, capitalization, and punctuation to type a variety of material accurately and in final form.
- Knowledge of and skill in using standard and technical dictionaries, text-books, style manuals, or other similar references to check such matters as spelling and form.
- Knowledge of the standard formats, forms, typing policies, and procedures used by the unit.
- Knowledge of office filing system, to file and locate material in the file.

#### 2. Supervisory Controls:

Incumbent works under general supervision, works independently performing recurring duties in accordance with established procedures.

Receives instructions on new or revised procedures or new assignments. The supervisor is available for advice and assistance on difficult problems encountered. Completed work is checked for compliance with office procedures or instructions, technical accuracy, and appearance.

3. Guidelines:

Guidelines are in the form of software manuals, procedural guides, general oral instruction, or in accordance with established office procedures. Employee uses discretion and judgment in selecting or deciding on a course of action (e.g., in terms of arrangement, format, or spacing). Significant deviations are discussed with the supervisor.

4. Complexity:

Incumbent performs a variety of related clerical and typing tasks. The employee follows instructions and makes decisions regarding the propriety of formats, certain routing arrangements, and comparable established requirements in determining what is to be done. Actions to be taken differ according to the requirements of particular originators, such as correcting errors in spelling and grammar in material to be typed. Incumbent must be able to work with language unique to a particular area of fish and wildlife.

5. Scope and Effect:

The purpose of the work is to perform specific typing and clerical work which contributes to the effectiveness, efficiency, and orderliness of the office.

6. Personal Contacts:

Personal contacts are with other employees in the office and telephone callers.

7. Purpose of Contacts:

Contacts are for such purposes as receiving work assignments, getting instruction, receiving or giving information, reporting progress or problems, and correcting typed material.

8. Physical Demands:

The work is sedentary. There is some standing, walking, bending and carrying light objects such as papers and books.

9. Work Environment:

The work is performed in an office setting. The work area has adequate light, heat and ventilation.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and wear uniform components within Class \_\_\_\_\_ and \_\_\_\_\_.